



Version 1.0 ***IT Procurement Policy Manual: BUY IT***

Many long hours of research, writing, reviewing, editing and formatting compose this first release of VITA's *IT Procurement Policy Manual: BUY IT*. Content is based on statutory requirements from the Virginia Public Procurement Act, VITA's procurement policies and best-practice IT procurement practices that are designed to mitigate risk and improve the quality and success of information technology (IT) acquisitions and projects.

The manual was developed with end users in mind. Our comprehensive audience includes VITA's Supply Chain Management Division (SCM) and all Commonwealth users. We strived to make the manual user-friendly, highly interactive and informative for those unfamiliar with the differences and complex issues surrounding the acquisition of IT products, solutions and services. The goal of *BUY IT* is to enhance consistency in the Commonwealth's processes for IT acquisition and inform individual procurement professionals of critical IT acquisition principles.

The final manual presentation will be Web-based; therefore, this release incorporates certain Web formatting and 508 compliance tagging requirements, as well as chapter links that are inactive in this version. The future "complete" e-version will include active links to other chapters, as well as a topic and section reference search tool. We will do our best to check and maintain the many active links embedded for user convenience and efficiency. Future training on the manual is planned for Commonwealth users.

A Version 2.0 release of the manual will include recommendations received from users of this initial release, additional user tools and templates, a glossary and supplementary chapters. We urge you to communicate how we can improve the manual, reduce typographical or content errors or ambiguities and include additional subject matter that may be of value. Please e-mail all suggestions for improvements or comments no later than January 30, 2008, to: SCMpolicy&compliance@vita.virginia.gov.

Thank you.

A handwritten signature in black ink that reads 'Susan Woolley'.

Susan Woolley
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